

Department of Children and Families Competitive Procurement Bidders' Checklist

When responding to a competitive procurement issued by the Department of Children and Families (DCF /Department) please be reminded of the following:

1	<input type="checkbox"/>	Check the DAS Website: The Department of Administrative Services (DAS) Contracting Portal website is the location, required by State contracting mandates, where all DCF procurements are posted. Clicking on <u>Requests for Proposals</u> on the DCF Internet home page will send you to the site. You can routinely check that site to see the services for which the Department is seeking bids and to view any updates to open DCF procurements. If you prefer to receive notices automatically of the Department's RFPs, sign up through this link for email notification of postings and changes to RFPs. http://www.das.state.ct.us/Purchase/Register/eReg_form.asp You'll want to choose "Bids/RFP's by Commodity Code Only" when it asks what notices you want to receive, and the commodity codes you want are: 1000 Healthcare services; 2000 Community and Social Services; 3000 Education and Training Services.
2	<input type="checkbox"/>	Read the entire procurement guidance: You will want to make note of such things including, but not limited to, mandatory or special requirements, eligibility restrictions, the procurement schedule, funding amount and terms and required format for application submission.
3	<input type="checkbox"/>	Note the Procurement Schedule: Every DCF guidance includes a timetable for significant events related to the procurement. Bidders should ensure that they are aware of and meet any applicable milestones. In addition to complying with identified critical dates, bidders must meet time deadlines for submission of letters of intent and proposals. Failing to meet these deadlines may result in your application being excluded from review.
4	<input type="checkbox"/>	Submit a Letter of Intent: Most competitive procurements issued by the Department <u>require</u> a letter of intent. It is usually a non-binding letter of intent. Failure to provide the letter of intent, if required, by the deadline will disqualify an agency from applying. You will want to review the procurement's guidance to discern if one is required and when it is due.
5	<input type="checkbox"/>	Attend the Bidders' Conference: If offered, the technical assistance meeting is an opportunity to hear an overview of the procurement, better understand what is being purchased, and for potential applicants to ask clarifying questions.
6	<input type="checkbox"/>	Submit Questions: Most DCF procurements provide a period during which questions can be submitted about the procurement. These questions are answered and posted on the DAS website within a time frame noted in the procurement's guidance. Please note that potential or actual applicants should not contact any DCF employee about an open procurement. Questions about the procurement must be directed to the identified DCF lead/contact person during the Bidder's Conference or within the prescribed Question and Answer process.
7	<input type="checkbox"/>	Comply with Application Instructions: Be sure that your application has been written, formatted and packaged in the manner set forth in the guidance. It is important that formatting elements such as page length, font size, margin and sentence spacing conform to the parameters outlined in the procurement material. An application may be rejected or penalized, depending on the nature of the issue, for failing to comply with format requirements.
8	<input type="checkbox"/>	Submit a Responsive Application: Ensure that you have answered all questions set forth in the procurement's guidance and provided all required appendices. Also, do not deviate from the terms, conditions and/or limits that are articulated. For example, proposing a DCF funding level above the stated maximum will result in your application either being rejected or penalized.
9.	<input type="checkbox"/>	Include Required Affidavits: Bidders must include any affidavits required by the procurement. All DCF procurements will likely require the Gift Affidavit and the Consulting Agreement Affidavit. A Campaign Contribution Affidavit may also be required depending on the funding level of the procurement. <u>Applications submitted without the required Affidavits will be rejected from review.</u>
10.	<input type="checkbox"/>	Provide CHRO Forms: Commission on Human Rights and Opportunities (CHRO) Forms are required to be submitted with all applications. In addition, other supporting/evidencing material is required in conjunction with these forms. Copies of these forms and detail about applicant's non-discrimination and Affirmative Action requirements are contained in the <i>Bidder's CHRO Compliance Package</i> , which can be found on the DCF Contract Management Website. <u>Applications submitted without the required CHRO forms and evidencing material will be rejected from review.</u>
11.	<input type="checkbox"/>	Don't Be Late: As stated in item #2, there are deadlines that are critical to Bidders. For example, failing to submit a letter of intent, if required, and being late with your submission(s) will result in your application being rejected for review. There may be other deadlines that impact an application, and potential bidders should be attentive to them.

The restrictions described above are meant to ensure a "level playing field" exists for all potential bidders. DCF staff members responsible for procurements apply these rules uniformly across all providers. Please make sure that all of your agency's employees responsible for developing applications are familiar with the parameters governing the bidding process. General questions about procurement process for DCF may be directed to Susan R. Smith at susan.smith@po.state.ct.us